

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

SUBJECT: Termination and Check-Out Procedures for Uniformed Services University of the Health Sciences (USUHS) Personnel

Instruction 1002

(CHR)

ABSTRACT

This Instruction provides the Uniformed Services University of the Health Sciences (USUHS) check-out procedures for agency personnel.

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 1002^a and establishes check-out procedures for civilian, volunteer, Henry M. Jackson Foundation (HMJF), Corbin, and military personnel leaving the USUHS/AFRRI.

B. References. *See Enclosure 1.*

C. Applicability. This Instruction is applicable to all civilian, volunteer, HMJF, Corbin, and military personnel assigned to the USUHS/AFRRI.

D. Responsibilities.

1. Employees shall notify their immediate supervisors as soon as they know when they will be separating from the USUHS/AFRRI.

2. Supervisors shall:

a. Discuss an employee's departure as soon as a time frame is established.

b. Review ongoing assignments, projects, and/or research to verify status

prior to the employee's departure.

c. Take immediate action to prepare a Standard Form 52 for civilian or volunteer employees, to notify the Civilian Human Resources (CHR) of the pending employee's departure as soon as the civilian employee has provided notice that he/she will be separating from the USUHS/AFRRI. If a civilian or volunteer employee is resigning, he/she should be instructed to complete the reverse side of the SF-52, Part E. For instructions on completing SF-52s, see Guidelines for Completion and Use of Standard Form 52^b, which are available in CHR. When completed, the SF-52 shall be forwarded to CHR, room A1022, at least two weeks before the effective date of the employee's separation. HMJF and Corbin employees who are separating should be instructed to complete and submit USUHS Form 1002-A (Notification of Separation), Enclosure 4, to the CHR at least two weeks before separating from the agency. Military personnel who are separating should be instructed to consult with the Military

Personnel Office (MPO) concerning the check-out process.

3. Civilian Human Resources

Directorate shall:

a. Note the effective date of the separation, prepare the required paperwork, and if necessary, provide counseling to the departing employee about his/her Federal rights and/or benefits, if any.

b. Notify (via e-mail) the clearing departments listed in Enclosure 3 when the appropriate separation document is received, and on the actual date the employee checks out.

4. Clearing Departments shall:

a. Review and close out the departing employee's records and/or accounts with the agency.

b. Notify the employee promptly and resolve any outstanding issues or obligations, if any.

5. Military Personnel Office (MPO) shall:

a. Note the effective date of the departure, prepare any required paperwork, and schedule out-processing appointments with the respective services.

b. Annotate the military member's record in the MPO database with the pending departure date.

E. Procedures. *See Enclosure 2.*

Charles L. Rice, M.D.
President

Enclosures:

1. References
2. Procedures
3. USUHS Form 1002
4. Form 1002-A
5. Form 528

REFERENCES

- (a) USUHS Instruction 1002, "Termination and Check-Out Procedures for USUHS Employees and Students (Military and Civilian)," dated April 3, 2000 (hereby cancelled)
- (b) Guidelines for Completion and Use of Standard Form SF 52, "Request for Personnel Action," dated May 25, 1993

PROCEDURES

A. Civilian Employees.

1. As soon as the employee is aware of his/her impending departure he/she should discuss the departure with his/her supervisor. Civilian and volunteer employees will complete and submit an SF-52 to the CHR for action. HMJF and Corbin employees will complete and submit USUHS Form 1002-A (Enclosure 4) to the CHR for action.

2. Prior to final check-out, the employee and supervisor will discuss assignments, projects, and/or research to include the status of work, records, and equipment related to his/her work.

3. Two weeks prior to the last day in a duty status, employees will report to the CHR to check out. A CHR staff member will provide the employee with USUHS Form 1002, which indicates the offices where the employee is to report to complete any additional check-out functions, if necessary. After the employee has checked out through the appropriate USUHS/AFRRI security office, the employee will return USUHS Form 1002 to the CHR. Any official notifications prepared after the employee leaves will be forwarded to the address furnished by the employee on the SF-52 or USUHS Form 1002-A.

4. Once the CHR receives the completed Form 1002, the CHR will notify, by e-mail, the clearing departments listed on USUHS Form 1002 that the employee has actually left the agency.

B. Immediate Supervisors.

1. Review USUHS Form 1002 with the employee both prior to the employee's checking out, and before submitting the form to CHR.

2. Certify that all items concerning his/her department have been satisfactorily cleared concerning the departing employee.

3. Account for all work-related records, government property, and keys pertaining to the departing employee prior to signing USUHS Form 1002.

C. Military Personnel

1. As soon as the military member is aware of his/her impending departure, he/she should discuss the departure with his/her supervisor.

2. Prior to final check-out, the military member and the supervisor will discuss assignments, projects and/or research to include status of work, records, and equipment related to his/her work.

3. As soon as MPO is notified that a military member will be departing, the member's record within the MPO database will be annotated with the pending departure date.

4. Ten working days prior to check-out, the departing member shall report to MPO to start out-processing procedures. An MPO staff member will provide the member MPO Form 528 (Enclosure 5) and any additional information regarding scheduled

appointments with the member's respective service. After the member has checked out through the required departments listed on MPO Form 528, the member shall return MPO Form 528 to the MPO for final processing.

D. Supervisors of Military Personnel

1. Certify that all items concerning their department have been reconciled and satisfactorily cleared with respect to the departing military member.

2. Account for all work-related records, government property, and keys pertaining to the departing military member.

Attachments:

USUHS Form 1002
Form 1002-A
Form 528